

# Workplace Specialist Applicants

*For original WS applicants, they will follow the steps below:*

1. Please click on “Workplace Specialist Application”

The screenshot shows the 'My LVIS' portal. The main content area has a heading 'IDOE welcomes Max Pitz to the LVIS portal.' followed by instructions for applying for various licenses. A red arrow points from the 'Workplace Specialist Application' link in the 'My Application' sidebar to the 'Add Application' link in the main content area.

2. In step 1 of the application process, you will choose “Original” from the drop down menu
  - a. You will mark the bullet next to “Original Workplace Specialist 1.”
  - b. You will also type in your subject endorsement area
  - c. Then you will choose “next”

The screenshot shows the 'Workplace Specialist Application Action' page. The 'Application Action' dropdown is set to 'Original'. The 'Original Type' section has 'Original Workplace Specialist I' selected. The 'Subject and/or Endorsement Areas' field is empty. A '>> Next' button is visible.

3. In Step 2 of the application process, you will indicate an employment institution if you have not already done so.

The screenshot shows the 'Application Recommending Institution' page. The 'Employer Name' field is filled with 'Twin Rivers Career & Tech Ed Area - 1425'. The page includes instructions for providing employment information and a '>> Next' button.

- a. Then you will press “Next”

4. In Step 3 of the application process, you will answer all legal questions. If you answer “yes” to any of these you must upload supporting documentation explaining the situation.

a. You will press “Next” when done.

The screenshot shows a web application interface for Step 3. At the top, a breadcrumb trail reads: Home > My LVIS > Add Application > Application Criminal History. Below this is a progress bar with five circles; the third circle is highlighted in blue. The text "Please answer the following questions." is displayed. Three questions are listed, each with "Yes" and "No" radio button options:

- 1. Have you ever been convicted of a felony? (Yes, No)
- 2. Have you ever been convicted of a misdemeanor since February 6, 1998? (Yes, No)
- 3. Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state? (Yes, No)

At the bottom, there are three buttons: "<< Previous", "Save For Later", and ">> Next". On the right side, there is a vertical menu with links: A, V, A, P, V, V, P, E, P, P.

5. In Step 4 of the application process, you will upload supporting documents for:

- a. CPR/AED/Heimlich training
- b. Verification of Work Experience
- c. Proof of Suicide Prevention Training
- d. You may also mail or email your documents but you have to indicate this in the box.
- e. When you have done that—you will choose “Next”

The screenshot shows a web application interface for Step 4. At the top, a breadcrumb trail reads: Home > My LVIS > Add Application > Application Requirements. Below this is a progress bar with five circles; the fourth circle is highlighted in blue. The text "The following information is required for your application based on the current information in your application. Please include all required documentation. Empty files will not be uploaded to the system. File names must be less than 150 characters." is displayed. Below this, it states: "The only allowed file types are: pdf, txt, doc, docx, jpg, xls, xlsx, and ppt."

For more information regarding CPR requirements, please visit the [DOE website](#).

For more information regarding suicide prevention training requirements, please visit the [DOE website](#).

Please upload required documentation below:

Document	Upload
*Proof of CPR / Heimlich / AED Certification	<input type="button" value="Browse..."/>
*Verification of Work Experience	<input type="button" value="Browse..."/>
*Proof of Suicide Prevention Training	<input type="button" value="Browse..."/>

If the above required documents do not apply to you, please upload a document explaining your situation. For application purposes, transcripts are still considered official if opened as long as they bear the sign and/or seal of the registrar, the degree and date conferred.

If any of your required documents will not upload, you may instead email your documentation to [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov). In your email, please explain your situation along with attaching all documents required from this page. Please include your name as it is entered in LVIS, along with your date of birth. If you are going to email any of your documents, **please check the following box indicating this**. If your emailed documents are not legible you may be asked to send hard copy at a later time. Failure to send your documents in a timely manner will result in your application being delayed.

☐ Yes, I am emailing my required documents as I am not able to upload them.

Please send an official copy of the listed document(s) to the address below:

1. Transcripts (MUST BE OFFICIAL)

Indiana Department Of Education  
Office of Educator Licensing and Development  
Attention: Transcripts  
115 W. Washington Street  
South Tower, Suite 600  
Indianapolis, Indiana 46204

At the bottom, there are three buttons: "<< Previous", "Save For Later", and ">> Next". On the right side, there are three sections: "My Application" (Add Application, Workplace Specialist Application, Application Status, Pay Pending Applications, View Test Scores, View/Print Licenses), "School Information" (Work Queue, Application Status Search, Report Educator Offense), and "My Profile" (My LVIS, Edit Profile, Change Password, Edit Educational Background, Degree Change Request, School/ School Corporation Employer, Role Request, Name Change Request).

6. In Step 5 of the application process, you will be given a summary of your application. If everything looks fine, please read the Loyalty Affidavit at the bottom and then hit Submit Application.

### Confirm Your Application

**Instructions:**  
1. Please review your application carefully.  
2. To return to previous steps in the application process, use the 'Previous' button below.  
3. When you have reviewed this entire page and are sure that the information is accurate, sign the application by clicking the 'Submit Application' button.

**Step 1: Action Requested**  
Application Action: Original  
Application Type: Workplace Specialist  
Content Area: Police Training

**Step 2: Recommending Employer**  
Your employment for this application is noted as: Twin Rivers Career & Tech Ed Area - 1425

**Step 3: Criminal History**  
Have you ever been convicted of a felony: **No**  
Have you ever been convicted of a misdemeanor since February 6, 1998: **No**  
Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state: **No**  
No Criminal History documents for this application.

**Step 4: Application Requirements**  
**Application Requirement documentation uploaded for this application**  
Proof of CPR / Heimlich / AED Certification  
Verification of Work Experience

**Step 5: Loyalty Affidavit**  
I solemnly swear (or affirm) that I will support the Constitutions of the United States of America and of the State of Indiana.  
  
By clicking the 'Submit' button below, I certify that the information contained in this application for licensure in Indiana is true and accurate to the best of my knowledge and belief. Misrepresentations made in this application may constitute grounds to deny, suspend, or revoke a license.

[<< Previous](#) [Submit Application](#)

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- [Role Request](#)

7. You will then be taken to a page that looks like this. Please click on ["Click here" to pay for all pending applications.](#)

- a. As soon as you pay for your application, it is finalized and you will be given a confirmation.

Home > My LVIS > Add Application > Application Complete

You have successfully submitted your application. **Please be aware you must first complete the payment process before your application (s) will be reviewed.** You will then be notified, by email, of any status changes and/or questions we may need answered to complete the application process.

[Click here](#) to create a new application for a different license.

[Click here](#) to pay for all pending applications.

[Click here](#) to view statuses for all your current applications.

[Click here](#) for the home page.

### My Application

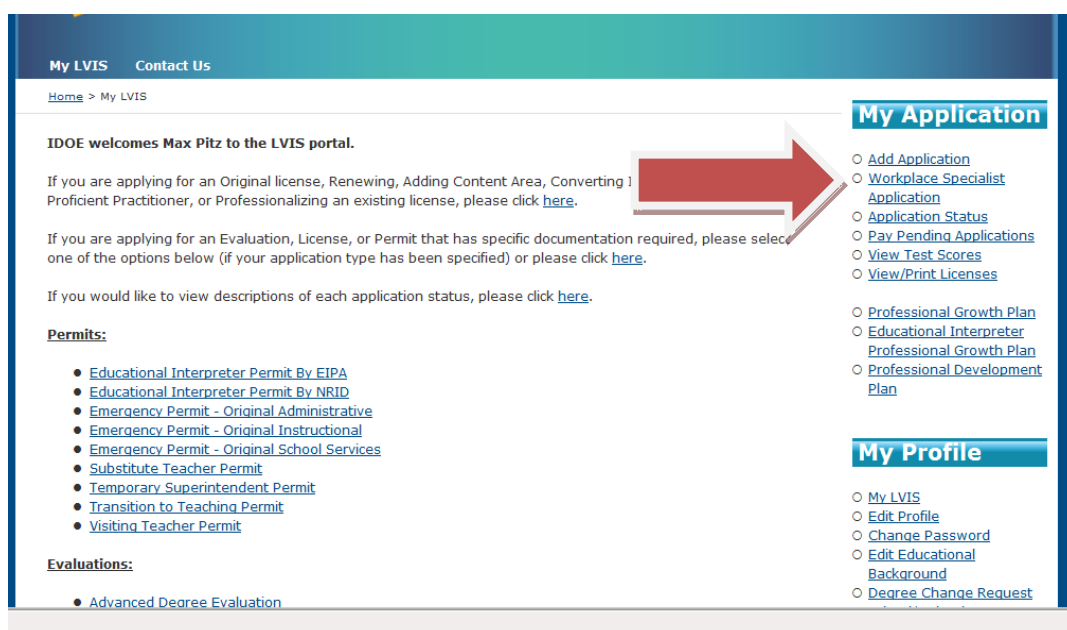
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*Workplace Specialist applicants that wish to renew must have an approved PDP (Professional Development Plan) on file with their CTE. Professional Growth Points must be earned and submitted to your CTE Director for approval as well as your Professional Development Plans (Current and Proposed).*

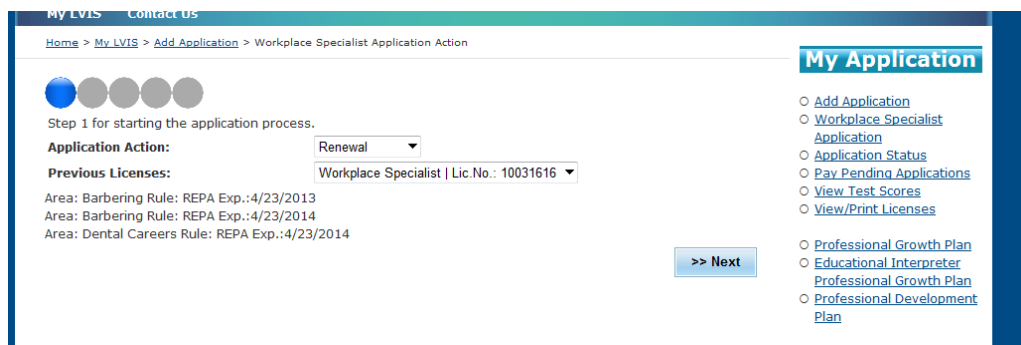
*The Workplace Specialist applicant may now apply for a Renewal.*

## How to Apply for a Renewal

1. Choose “Workplace Specialist Application” from your “My LVIS” home screen.



2. In Step 1 of the Application Process, choose “Renewal” from the drop down menu, then choose your license number and then press “NEXT”.



3. In Step 2 of the application process, you will indicate an employment institution if you have not already done so. Then you will press “Next”

Home > My LVIS > Add Application > Application Recommending Institution

**Application Recommending Institution**

In order to route your application to the appropriate individuals for approval, please verify the following employment information is correct:  
**Employer Name:** Twin Rivers Career & Tech Ed Area - 1425

If this information is not correct, please [update](#) your information and return to this application.

If you are applying for a Workplace Specialist License, Emergency Permit, Transition to Teaching Permit, or Visiting Teacher Permit **this is the school/school corporation where you are employed**. If you are applying for a Substitute Teacher permit, it is the school/school corporation where you are employed or intend to be employed. We need this information because the administrator at this school/school corporation must approve your application and potentially your PGPs/PDPs for renewal. To continue this application you must identify an employing school/school corporation. If your school is missing from the drop down list, please contact DOE at [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov).

<< Previous      Save For Later      >> Next

4. In Step 3 of the application process, you will answer all legal questions. If you answer “yes” to any of these you must upload supporting documentation explaining the situation.

a. You will press “Next” when done.

Home > My LVIS > Add Application > Application Criminal History

**Application Criminal History**

Please answer the following questions.

1. Have you ever been convicted of a felony? ☐ Yes ☒ No

2. Have you ever been convicted of a misdemeanor since February 6, 1998? ☐ Yes ☒ No

3. Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state? ☐ Yes ☒ No

<< Previous      Save For Later      >> Next

5. In Step 4 of the application process, you will upload your CPR/AED/Heimlich card.

a. You will press “Next” when done.

Home > My LVIS > Add Application > Application Requirements

**Application Requirements**

The following information is required for your application based on the current information in your application. Please include all required documentation. Empty files will not be uploaded to the system.

The only allowed file types are: pdf, txt, doc, docx, jpg, xls, xlsx, and ppt.

For more information regarding CPR requirements, please visit the [DOE website](#).

Please upload required documentation below:

Document	Upload
*Proof of CPR / Heimlich / AED Certification	C:\Users\lpitz\Desktop\res <a href="#">Browse</a>

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**My Profile**

- [My LVIS](#)
- [Edit Profile](#)
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- [Deeoree Change Request](#)

6. In Step 5 of the application process, you will be given a summary of your application. If everything looks fine, please read the Loyalty Affidavit at the bottom and then hit Submit Application.

## Confirm Your Application

**Instructions:**

- Please review your application carefully.
- To return to previous steps in the application process, use the 'Previous' button below.
- When you have reviewed this entire page and are sure that the information is accurate, sign the application by clicking the 'Submit Application' button.

**Step 1: Action Requested**

Application Action: Original  
Application Type: Workplace Specialist  
Content Area: Police Training

**Step 2: Recommending Employer**

Your employment for this application is noted as: Twin Rivers Career & Tech Ed Area - 1425

**Step 3: Criminal History**

Have you ever been convicted of a felony: **No**  
Have you ever been convicted of a misdemeanor since February 6, 1998: **No**  
Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state: **No**  
No Criminal History documents for this application.

**Step 4: Application Requirements**

Application Requirement documentation uploaded for this application  
Proof of CPR / Heimlich / AED Certification  
Verification of Work Experience

**Step 5: Loyalty Affidavit**

I solemnly swear (or affirm) that I will support the Constitutions of the United States of America and of the State of Indiana.

By clicking the 'Submit' button below, I certify that the information contained in this application for licensure in Indiana is true and accurate to the best of my knowledge and belief. Misrepresentations made in this application may constitute grounds to deny, suspend, or revoke a license.

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### CTE Director

- [Work Queue](#)
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### My Profile

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- [Degree Change Request](#)
- [School/ School Corporation Employee](#)
- [Role Request](#)

7. You will then be taken to a page that looks like this. Please click on [“Click here” to pay for all pending applications.](#)
- a. As soon as you pay for your application, it is finalized and you will be given a confirmation.

My LVIS    Contact Us

Home > My LVIS > Add Application > Application Complete

You have successfully submitted your application. **Please be aware you must first complete the payment process before your application(s) will be reviewed.** You will then be notified, by email, of any status changes and/or questions we may need answered to complete the application process.

[Click here](#) to create a new application for a different license.

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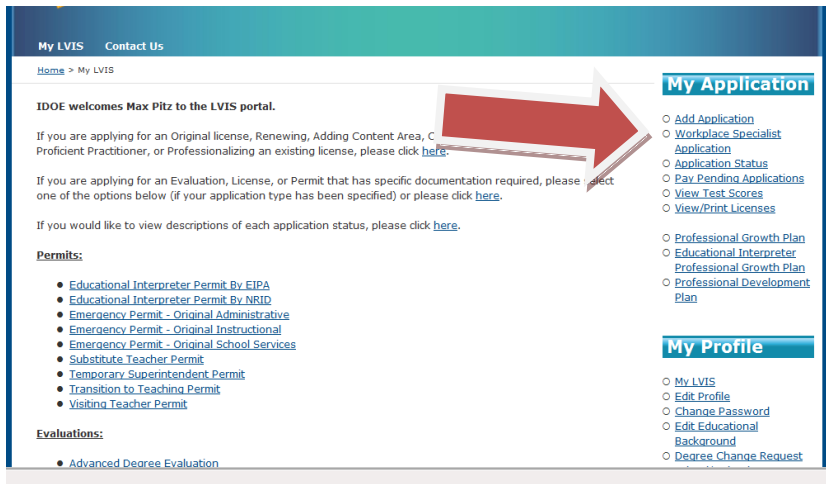
*The application will then be routed to the CTE-Director to approve. Once it is approved it will go to the Dept of Education to issue. The applicant will be notified via email as soon as it is issued.*

## Conversions of Workplace Specialist 1 to Workplace Specialist 2

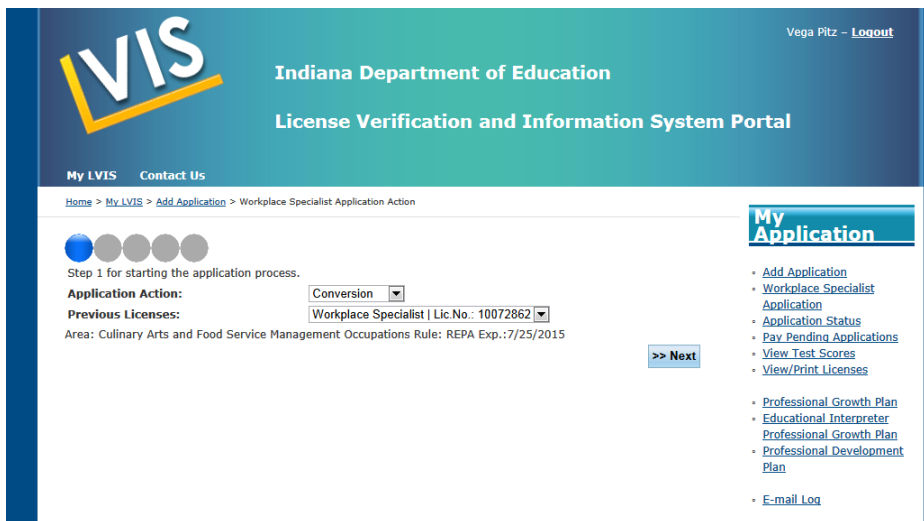
The 1<sup>st</sup> step of completing an application for WS1 to WS2 conversion application should be that you prepare your 1<sup>st</sup> Professional Development Plan—“Proposed Plan” and have your CTE Director approve it. This is a statement of objects or goals that you’d like to accomplish over the next 5 years toward the renewal of your WS2 license. This will remain on file with your CTE-Director.

## Conversion Application (once PDP is approved)

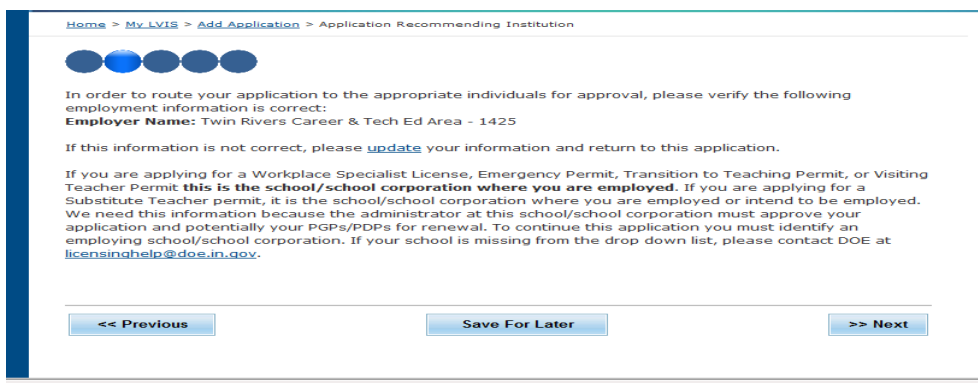
1. Choose “Workplace Specialist Application” from your “My LVIS” home screen.



2. In Step 1 of the Application Process, choose “Conversion” from the drop down menu, then choose your license number and then press “NEXT”.



3. In Step 2 of the application process, you will indicate an employment institution if you have not already done so. Then you will press “Next”



4. In Step 3 of the application process, you will answer all legal questions. If you answer “yes” to any of these you must upload supporting documentation explaining the situation.
- a. You will press “Next” when done.

Home > My LVIS > Add Application > Application Criminal History

**M**

Please answer the following questions.

1. Have you ever been convicted of a felony? ☐ Yes ☒ No

2. Have you ever been convicted of a misdemeanor since February 6, 1998? ☐ Yes ☒ No

3. Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state? ☐ Yes ☒ No

<< Previous Save For Later >> Next

[A](#)  
[V](#)  
[A](#)  
[P](#)  
[V](#)  
[P](#)  
[P](#)  
[P](#)  
[P](#)

5. In Step 4 of the application process, you will upload your CPR/AED/Heimlich card and your TABE score results.
- a. You will press “Next” when done.

Home > My LVIS > Add Application > Application Requirements

**My Application**

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- Work Queue
- Application Status Search
- Report Educator Offense

**My Profile**

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- Edit Profile
- Change Password
- Edit Educational Background
- Degree Change Request
- School/ School Corporation Employer
- Role Request

The following information is required for your application based on the current information in your application. Please include all required documentation. Empty files will not be uploaded to the system. File names must be less than 150 characters.

The only allowed file types are: pdf, txt, doc, docx, jpg, xls, xlsx, and ppt.

**For more information regarding CPR requirements, please visit the DOE website.**

**Please upload required documentation below:**

Document	Upload
*Certification of Score at 12th Grade on all 3 Sections of TABE	<input type="text"/> Browse...
*Proof of CPR / Heimlich / AED Certification	<input type="text"/> Browse...

If you were deficient in one or more areas of the TABE, please upload the transcript below from the university where you took the course(s) and earned a B or higher to satisfy the deficiency in the TABE content area(s). If needed, you may upload up to three different transcripts.

**Please upload optional documentation below. You may be required to provide these documents prior to evaluation:**

Document	Upload
Transcripts (MUST BE OFFICIAL)	<input type="text"/> Browse...
Transcripts (MUST BE OFFICIAL)	<input type="text"/> Transcripts (MUST BE OFFICIAL)
Transcripts (MUST BE OFFICIAL)	<input type="text"/> Browse...

<< Previous Save For Later >> Next

6. In Step 5 of the application process, you will be given a summary of your application. If everything looks fine, please read the Loyalty Affidavit at the bottom and then hit Submit Application.



## Confirm Your Application

**Instructions:**

- Please review your application carefully.
- To return to previous steps in the application process, use the 'Previous' button below.
- When you have reviewed this entire page and are sure that the information is accurate, sign the application by clicking the 'Submit Application' button.

**Step 1: Action Requested**

Application Action: Original  
Application Type: Workplace Specialist  
Content Area: Police Training

**Step 2: Recommending Employer**

Your employment for this application is noted as: Twin Rivers Career & Tech Ed Area - 1425

**Step 3: Criminal History**

Have you ever been convicted of a felony: **No**  
Have you ever been convicted of a misdemeanor since February 6, 1998: **No**  
Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state: **No**  
No Criminal History documents for this application.

**Step 4: Application Requirements**

**Application Requirement documentation uploaded for this application**  
Proof of CPR / Heimlich / AED Certification  
Verification of Work Experience

**Step 5: Loyalty Affidavit**

I solemnly swear (or affirm) that I will support the Constitutions of the United States of America and of the State of Indiana.

By clicking the 'Submit' button below, I certify that the information contained in this application for licensure in Indiana is true and accurate to the best of my knowledge and belief. Misrepresentations made in this application may constitute grounds to deny, suspend, or revoke a license.

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### CTE Director

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### My Profile

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- [Role Request](#)

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My LVIS    Contacts Us

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You have successfully submitted your application. **Please be aware you must first complete the payment process before your application(s) will be reviewed.** You will then be notified, by email, of any status changes and/or questions we may need answered to complete the application process.

[Click here](#) to create a new application for a different license.

[Click here](#) to pay for all pending applications.

[Click here](#) to view statuses for all your current applications.

[Click here](#) for the home page.

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***The application will then be routed to the CTE-Director to approve. Once it is approved it will go to the Dept of Education to issue. The applicant will be notified via email as soon as it is issued.***